



## Hymnal Revision Committee of the General Conference

201 Eighth Avenue, South  
P.O. Box 801  
Nashville, Tennessee 37202

Bishop Rueben P. Job, Chair  
Raquel Achon, Vice Chair  
Roger N. Deschner, Secretary

Carlton R. Young, Editor  
(615) 749-6159

February 1, 1988

**TO: Delegates of the 1988 General Conference**

Dear Delegate,

By now you should have received the full report of the Hymnal Revision Committee to the 1988 General Conference, and have begun your study of our work.

To assist you in interpreting the report, please find enclosed an audio companion, which will introduce some of the hymns, psalms, service music and prayers contained in the proposed revision. The listing of selections, with page numbers which you may want to keep for future reference, is given on the reverse side of this letter.

Should you have any questions or comments about either the report or the audio companion, you may direct them to the Editor, Dr. Carlton R. Young, 201 8th Avenue, South, Nashville, Tennessee 37202.

I look forward to worshipping with you at the General Conference, utilizing material from the proposed hymnal and worshipbook.

Every good wish.

Sincerely,

Rueben P. Job

RPJ:dn

Enclosure

Hymns Committee, Bonnie S. Jones, Chair—*Texts*, Marjorie Tuell, Chair—*Tunes*, Robert C. Bennett, Chair  
Worship Resources Committee, Laurence H. Stookey, Chair  
Psalter, Charles M. Smith, Chair—*Service Music*, Charles H. Webb, Chair—*Ritual*, Beryl Ingram-Ward, Chair  
Editorial Production Committee, Robert K. Feaster, Chair

# SIDE ONE

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(O, for a thousand tongues to sing)

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(O, for a thousand tongues to sing)

**THE UNITED METHODIST PUBLISHING HOUSE** REMITTANCE ADVICE  
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TO**

**GERTRUDE SUPPE  
3307 MICHIGAN  
SOUTH GATE**

**CA 90280**

NAME OF BANK

**FIRST AMERICAN**

VOUCHER NO.

**518316**

VENDOR NO.

**6897576**

PAGE NO.

**1**

INVOICE DATE	INVOICE NUMBER	AMOUNT OF INVOICE	
02/27/87		9.70	
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VENDOR NO.

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PAGE NO.

1

INVOICE DATE	INVOICE NUMBER	AMOUNT OF INVOICE	
04/15/87		55.36	
<p><i>To L.G. UMC.</i></p> <p><i>Copying 1.08</i></p> <p><i>Luncheon 45.00</i></p> <p><i>4/3/87 46.08</i></p> <p><i>46.08</i></p> <p><i>To Gertrude Suppe</i></p> <p><i>Copying 2.98</i></p> <p><i>mileage 6.30</i></p> <p><i>9.28</i></p> <p><i>Total 55.36</i></p> <p><i>pd my check #2679 4/18/87</i></p>			
TOTALS	DATE	CHECK NO.	GROSS
	04/15/87	355292	55.36
			DISCOUNT
			.00
			AMOUNT OF CHECK
			\$ 55.36

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# BUSINESS/TRAVEL EXPENSE REPORT



The United Methodist  
Publishing House

LOCATION FROM 201 8th Avenue, South, Nashville, TN		DEPT. NO.
NAME Gertrude Suppe		DATE OF REQUEST
ADDRESS 3308 Michigan, South GATE, CA 90280		EXPENSE ACCT. TO CHARGE: 3228-9
PURPOSE OF TRAVEL HRC Hispanic Consultation in Los Angeles, CA		DATE OF TRIP BEGIN: 4-3-87 END: 4-4-87
REQUESTOR'S SIGNATURE <i>Gertrude C. Suppe</i>	MANAGEMENT LEVEL ( )	TRAVEL ADVANCE 150 - 9
APPROVAL SIGNATURE (AT LEAST ONE LEVEL HIGHER)	MANAGEMENT LEVEL ( )	AMOUNT REQUESTED
APPROVAL SIGNATURE (IF REQUIRED)	MANAGEMENT LEVEL ( )	

*Pd.  
#355292  
4/15/87*

INSTRUCTIONS:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	DATE
SHOW EXPENSES IN PROPER SPACES BELOW.						4/3		
ATTACH RECEIPTS FOR:								
PLANES, AUTO RENTAL AND LODGING.								
ANY PERSONAL EXPENSE OF \$15.00 OR MORE.								
ANY TAXI/LIMOUSINE FARE OF \$15.00 OR MORE.								
EXPENSES RELATED TO COMPANY LEASED AUTO.								
IF, RECEIPTS ARE NOT ATTACHED, EXPENSE WILL NOT BE REIMBURSED.								

DESCRIPTION	EXPENSES	TOTAL
T MILEAGE ALLOWANCE		
R CAR RENTAL PAID BY: <input type="checkbox"/> COMPANY		
A CAR AGENCY USED: <input type="checkbox"/> EMPLOYEE		
V PLANE, TRAIN OR BUS PAID BY: <input type="checkbox"/> COMPANY		
E <input type="checkbox"/> UNUSED <input type="checkbox"/> PARTIAL (EXPLAIN BELOW)		
L TAXIS, TOLLS, PARKING, ETC.		
LODGING PAID BY: <input type="checkbox"/> COMPANY		
<input type="checkbox"/> EMPLOYEE		
M BREAKFAST		
A LUNCH		45 00
S DINNER		45 00
ENTERTAINING & BUSINESS MEALS (DETAILED BELOW)		
TELEPHONE & TELEGRAM		
GAS & OIL		
MISCELLANEOUS (DETAILED BELOW)		see below
<b>TOTAL EXPENSES</b>		

I HEREBY CERTIFY THAT I HAVE INCURRED ALL OF THE ABOVE EXPENSES ON BEHALF OF UMPH.		(FOR ACCTG ONLY) ACCT #	AMOUNT	DEDUCTIONS
SIGNED <i>Gertrude C. Suppe</i>	MANAGEMENT LEVEL ( )			CASH ADVANCE
APPROVED	MANAGEMENT LEVEL ( )			COMPANY PAID EXPENSES
APPROVED	MANAGEMENT LEVEL ( )			OTHER ADVANCES
				<b>TOTAL DEDUCTIONS</b>
				<b>BALANCE DUE</b> <input type="checkbox"/> COMPANY <input type="checkbox"/> EMPLOYEE

MO / DAY	PLACE AND DESC. OF EXPENSE	PERSONS ENTERTAINED & AFFILIATION	BUSINESS PURPOSE	AMOUNT
/				
/				
/				

EXPLANATIONS/ MISCELLANEOUS:	30 miles use of personal car to return Raquel Achon to Long Beach when her transportation plans failed (at rate you set); Copying in preparation for meeting \$2.98; Use of copier South Gate UMC, 27 copies at 4 cents each= \$1.08
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EMPLOYEE COPY

## TRAVEL PROCEDURE HIGHLIGHTS/INSTRUCTIONS

### EMPLOYEE RESPONSIBILITIES

1. THE TRAVEL REQUEST FORM MUST BE APPROVED PRIOR TO TRAVEL WHETHER AN ADVANCE IS BEING REQUESTED OR NOT.
2. RETURN UNUSED AIRLINE TICKET TO FINANCE & ADMINISTRATION.
3. SUBMIT TRAVEL REPORTS FOR APPROVAL WITHIN 5 WORKING DAYS AFTER THE TRIP.

### MANAGER'S RESPONSIBILITIES

1. EVERY APPROVING MANAGER SHOULD INSURE THAT:
  - A. ALL PROPOSED TRAVEL/ENTERTAINMENT IS NECESSARY.
  - B. PROPER SUPPORT IS ATTACHED.
  - C. REPORTS ARE IN COMPLIANCE WITH THE OVERALL TRAVEL PROCEDURE.
  - D. THAT ADVANCES ARE PROPERLY SETTLED.

### TRAVEL ADVANCES REQUIREMENTS

1. ALL TRAVEL ADVANCES MUST BE APPROVED BY THE EMPLOYEE'S IMMEDIATE MANAGER OF A LEVEL 4 OR HIGHER. LEVEL 5 OR BELOW CANNOT APPROVE TRAVEL.
2. NO ADVANCE WILL BE ISSUED MORE THAN 3 WORKING DAYS BEFORE DATE OF DEPARTURE UNLESS MAILING REQUIRES.
3. ADVANCES IN EXCESS OF \$1,000 MUST BE APPROVED BY THE DIVISIONAL VICE PRESIDENT.
4. ADVANCES IN EXCESS OF \$2,000 MUST BE APPROVED BY THE DIVISIONAL VICE PRESIDENT AND THE PRESIDENT AND PUBLISHER OR HIS DESIGNATED PERSON.
5. TRAVEL ADVANCES MUST BE SETTLED WITHIN 5 WORKING DAYS.

### AIR TRAVEL

1. ALL RESERVATIONS SHOULD BE MADE THROUGH THE CONTRACTED TRAVEL AGENCY AND PERSONAL TRAVEL RESERVATIONS SHOULD NOT BE CHARGED TO THE PUBLISHING HOUSE.
2. FOR GROUP TRAVEL, THE DIVISION HEADS SHOULD NOTIFY THE UMPH TRAVEL COORDINATORS OF ANY GROUP TRAVEL SITUATION AS SOON AS POSSIBLE.
3. COACH IS THE REQUIRED CLASS OF SERVICE UNLESS OTHERWISE APPROVED IN ADVANCE.
4. RESERVATIONS SHOULD BE MADE AS FAR IN ADVANCE OF THE DEPARTURE DATE AS POSSIBLE IN ORDER TO TAKE ADVANTAGE OF ANY DISCOUNT FARES AVAILABLE.
5. ALL RESERVATIONS ARE TO BE MADE BASED ON THE LOWEST AVAILABLE AIR FARES. INDIVIDUALS SHOULD NOT MAKE AN AIRLINE RESERVATION BY REQUESTING A SPECIFIC AIRLINE.
6. AIRLINE CLUB MEMBERSHIPS ARE NOT REIMBURSABLE UNLESS APPROVED.
7. INSURANCE IS PROVIDED BY BOTH UMPH AND TRAVELTIME. ADDITIONAL INSURANCE TAKEN BY THE EMPLOYEE IS A PERSONAL EXPENSE.
8. TRAVELERS MAY NOT SPECIFY PARTICULAR AIRLINES TO ACCUMULATE MILEAGE ON PROMOTION PLANS UNLESS RATES FOR USE OF THE AIRLINES ARE CONSISTENT WITH THE LOWEST AVAILABLE FARE ROUTING.
9. TRAVEL ITINERARIES WITH MORE THAN 5 STOPS ROUND TRIP SHOULD BE EXPLAINED ON THE EXPENSE REPORT.

### AUTOMOBILE USAGE

1. COMPANY AUTOMOBILES - THE FOLLOWING APPLIES:
  - A. UMPH OWNED CARS, IF AVAILABLE, SHOULD BE USED FOR BUSINESS TRAVEL BY ALL EMPLOYEES WHEN APPROVAL IS RECEIVED AND USE IS COST BENEFICIAL.
  - B. EXTENDED USE OF COMPANY CARS AND USE OF COMPANY CARS AFTER BUSINESS HOURS MUST HAVE DIVISIONAL VICE-PRESIDENT APPROVAL.
  - C. USE OF A COMPANY CAR FOR A 10 DAY PERIOD OR FOR A TOTAL MILEAGE OF MORE THAN 500 MILES MAY BE MORE COSTLY THAN OTHER MODES OF TRANSPORTATION AND MUST HAVE DIVISIONAL VICE-PRESIDENT APPROVAL.
3. RENTAL AUTOMOBILES - THE FOLLOWING APPLY:
  - A. ALL RENTAL CAR RESERVATIONS ARE TO BE MADE THROUGH THE UMPH TRAVEL AGENT.
  - B. THE TRAVEL AGENCY WILL DETERMINE WHICH RENTAL COMPANY TO USE BASED ON THE EMPLOYEE'S TRAVEL LOCATION AND/OR OTHER CRITERIA.
  - C. IF AN UPGRADE IS REQUESTED IN THE CLASS OF VEHICLE, AN EXPLANATION MUST BE ATTACHED.
  - D. THE TRAVELER SHOULD DECLINE BOTH THE COLLISION DAMAGE WAIVER AND PERSONAL ACCIDENT INSURANCE AT THE TIME OF ENTERING INTO A RENTAL AGREEMENT.
  - E. IN THE EVENT OF AN ACCIDENT INVOLVING A RENTAL VEHICLE, THE TRAVELER SHOULD PROMPTLY NOTIFY THE RENTAL AGENCY, THE VICE PRESIDENT OF FINANCE & ADMINISTRATION AND THE LOCAL POLICE DEPARTMENT.
  - F. RETURN RENTAL CARS WITH A FULL TANK OF GASOLINE WHENEVER POSSIBLE.
4. PERSONAL AUTOMOBILES - THE FOLLOWING APPLY:
  - A. USE OF AN EMPLOYEE'S PERSONAL CAR MAY BE CONSIDERED WHEN COMPANY CARS OR PUBLIC TRANSPORTATION IS UNAVAILABLE, INCONVENIENT, OR MORE COSTLY.
  - B. USE OF AN EMPLOYEE'S PERSONAL CAR IN EXCESS OF 200 MILES PER DAY IS CONSIDERED COST RESTRICTIVE AND CONSIDERATION SHOULD BE GIVEN TO USAGE OF A RENTAL CAR AND/OR AIR TRANSPORTATION.
  - C. THE REIMBURSEMENT RATE FOR THE USE OF A PERSONAL CAR WILL BE SET BY THE F&A OFFICE.

### HOTEL/MOTEL ACCOMMODATION

1. ALL RESERVATIONS ARE TO BE MADE THROUGH THE UMPH TRAVEL AGENCY WHENEVER POSSIBLE. NOTE EXEMPTIONS IN PROCEDURE.
2. A MEDIUM PRICE SINGLE ROOM WITH A PRIVATE BATH IN A REASONABLE, RESPECTABLE, AND CONVENIENT LODGING FACILITY IS THE UMPH STANDARD.
3. WHEN ATTENDING SEMINARS OR CONVENTIONS, LODGING ARRANGEMENTS SHOULD BE MADE AT THE HOST FACILITY UNLESS IT IS COST RESTRICTIVE.
4. CANCELLATION OF A GUARANTEED RESERVATION IS THE RESPONSIBILITY OF THE EMPLOYEE.

### EMPLOYEE MEALS

1. THE REASONABLE COST OF MEALS, INCLUDING TAXES AND TIPS, INCURRED WHILE ON A BUSINESS TRIP, IS CONSIDERED REIMBURSABLE.
2. A RECEIPT MUST BE ATTACHED FOR MEALS OVER \$15.
3. ALCOHOLIC BEVERAGES ARE NOT REIMBURSABLE UNDER ANY BUSINESS EXPENSE.
4. EXPENSE OF LUNCH IS NOT REIMBURSABLE IF THE EMPLOYEE IS NOT ON AN OVERNIGHT TRIP.
5. MEALS PURCHASED FOR OTHER EMPLOYEES AND BUSINESS ASSOCIATES IS COVERED UNDER BUSINESS ENTERTAINMENT.

### MISCELLANEOUS EXPENSES

1. OTHER REIMBURSABLE EXPENSES ARE:
  - A. TELEPHONE CALLS OF A PERSONAL NATURE WHILE OUT OF TOWN, ONE PER DAY OF 5 MINUTES IN DURATION OR LESS.
  - B. TRAVELERS CHECKS IF PURCHASED BY EMPLOYEES OUTSIDE OF NASHVILLE.
  - C. TIPS WHICH ARE NOT INCLUDED WITH MEALS.
  - D. LAUNDRY IF OUT OF TOWN TRIP IS 5 DAYS OR MORE.
  - E. PARKING FEES.
2. NON-REIMBURSABLE EXPENSES ARE:
  - A. TRAFFIC FINES AND COURT COSTS.
  - B. AIR TRAVEL INSURANCE.
  - C. DRY CLEANING.
  - D. PERSONAL SERVICES AND ENTERTAINMENTS, e.g. MOVIES, SPORTING EVENTS, BARBER, SHOE SHINE, PERSONAL EXCURSIONS, ETC.
  - E. GIFTS AND FLOWERS EXCEPT AS NOTED IN LODGING POLICY.
  - F. ITEMS FOR PERSONAL USE, e.g. LUGGAGE, BRIEF CASES, TOILETRIES, CIGARETTES, ALCOHOLIC BEVERAGES, BOOKS, NEWSPAPERS, ETC.
  - G. REPAIRS OR MAINTENANCE ON PERSONAL AUTOMOBILES.
  - H. LODGING EXPENSES INCURRED FOR USE OF FACILITIES SUCH AS SAUNA, STEAM BATH, TENNIS, GOLF, HEALTH CLUB, ETC.
  - I. BABY SITTING OR KENNEL CLUB EXPENSES.
  - J. LOSS OF PERSONAL PROPERTY, e.g. LUGGAGE, CLOTHING, CASH, EYE GLASSES, ETC.

### NON-EMPLOYEE TRAVEL

1. ALL AIRLINE TICKETS PURCHASED FOR OTHER THAN UMPH EMPLOYEES MUST BE REPORTED TO THE CONTROLLER'S OFFICE IMMEDIATELY AFTER THE TRAVEL AGENCY CONFIRMS A RESERVATION.
2. INTERVIEW EXPENSES FOR EMPLOYEE CANDIDATES WILL BE REIMBURSED FOLLOWING THE SAME REQUIREMENTS AS TRAVEL EXPENSES FOR UMPH EMPLOYEES. CHECKS WILL BE MAILED TO CANDIDATES FOR EXPENSES INCURRED.
3. SPOUSE'S TRAVEL MUST BE APPROVED IN ADVANCE OF A TRIP BY THE PRESIDENT AND PUBLISHER IN WRITING INCLUDING THE NATURE OF THE TRIP AND REASONS FOR SPOUSAL ATTENDANCE.
4. OTHER NON-EMPLOYEE TRAVEL IS SUBJECT TO THE SAME DOCUMENTATION AND RECEIPT REQUIREMENTS AS AN UMPH EMPLOYEE.

### BUSINESS ENTERTAINMENT

1. BUSINESS ENTERTAINMENT IS LIMITED TO THE COST OF MEALS FURNISHED IN A HOTEL DINING ROOM, RESTAURANT, CAFETERIA, ETC. A SUBSTANTIAL BUSINESS DISCUSSION MUST ACTUALLY TAKE PLACE.
2. LOCAL BUSINESS MEALS MUST BE REPORTED USING A LOCAL ENTERTAINMENT/BUSINESS LUNCH FORM TO BE REIMBURSABLE.
3. REIMBURSEMENT OF MEALS FOR BUSINESS ENTERTAINING OF ANOTHER UMPH EMPLOYEE MUST HAVE PRIOR APPROVAL BY LEVEL 2 MANAGEMENT OR HIGHER.
4. ENTERTAINMENT EXPENSES FOR SPORTING EVENTS, THEATER, FLOOR SHOWS, ETC. ARE NOT NORMALLY CONDUCTIVE TO CONDUCTING BUSINESS. REQUEST FOR REIMBURSEMENT OF THESE TYPE OF EXPENSES AS BUSINESS RELATED MUST BE APPROVED BY THE PRESIDENT AND PUBLISHER.

ALL EXPENDITURES OVER \$15 SHOULD BE SUPPORTED BY RECEIPT. THAT'S FOR ALL EXPENSES UNDER ALL AREAS.

United Methodist Women  
South Gate United Methodist Church  
9605 State St., South Gate, CA 90280

April 3, 1987

To: Hispanic Consultation of the  
Hymnal Revision Committee

9 luncheons at \$5.00 each

\$45.00



pip® THANKS  
YOU

03 20 87

8148 • 109

A

40

a • 07

5½ 2•80

2•80 ST

• 18 TX

2•98 TL

3•00 CA

• 02 CD

April 3, 1987

Received from Gynnal Committee, \$45<sup>00</sup> for  
9 lunches at \$5 each.

Thank you,

Lorena Strangfield  
United Methodist Women  
South Gate, Ca.

LOCATION  
201 8th Avenue, South, Nashville, TN

NAME  
Gertrude Suppe

DATE OF REQUEST

ADDRESS  
3307 Michigan, South Gate, CA 90280

EXPENSE ACCT. TO CHARGE:

PURPOSE OF TRAVEL	1
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3228-9

HRC Hispanic Consultation in Los Angeles,  
CA

DATE OF TRIP

BEGIN: 1-30-87

REQUESTOR'S SIGNATURE

MANAGEMENT LEVEL

END: 1-30-87

APPROVAL SIGNATURE(AT LEAST ONE LEVEL HIGHER) MANAGEMENT LEVEL

1	50	0
TRAVEL ADVANCE		

150 - 9

APPROVAL SIGNATURE (IF REQUIRED)

MANAGEMENT LEVEL

AMOUNT REQUESTED
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1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

DETAIL OF ENTERTAINMENT AND BUSINESS MEALS  
(ATTACH RECEIPTS OVER \$25.00)

NAME \_\_\_\_\_

COMPANY

[illegible]

SUPPLEMENTAL INFORMATION		ACCOUNT NUMBER	AMOUNT	PERSONAL AUTO MILES _____ @ _____  TOTAL CASH EXPENSES  LESS AMOUNT ADVANCED  DUE EMPLOYEE (EXPENSES GREATER THAN ADVANCE)  DUE UMPH (ADVANCE GREATER THAN EXPENSES)
SIGNATURE	MANAGEMENT LEVEL	APPROVAL SIGNATURE (ONE LEVEL HIGHER)	MANAGEMENT LEVEL	

LOCATION	
201 8th Avenue, South, Nashville, TN	
NAME	
Gertrude Suppe	
ADDRESS	
3307 Michigan, South Gate, CA 90280	
PURPOSE OF TRAVEL	
HRC Hispanic Consultation in Los Angeles, CA	
REQUESTOR'S SIGNATURE	MANAGEMENT LEVEL
	( )
APPROVAL SIGNATURE(AT LEAST ONE LEVEL HIGHER)	MANAGEMENT LEVEL
	( )
APPROVAL SIGNATURE (IF REQUIRED)	MANAGEMENT LEVEL
	( )

AMOUNT REQUESTED
------------------

COMPANY

[illegible]

SUPPLEMENTAL INFORMATION		ACCOUNT NUMBER	AMOUNT	PERSONAL AUTO MILES _____ @ _____  TOTAL CASH EXPENSES  LESS AMOUNT ADVANCED  DUE EMPLOYEE (EXPENSES GREATER THAN ADVANCE)  DUE UMPH (ADVANCE GREATER THAN EXPENSES)
SIGNATURE	MANAGEMENT LEVEL	APPROVAL SIGNATURE (ONE LEVEL HIGHER)	MANAGEMENT LEVEL	
	( )		( )	



LOCATION	
201 8th Avenue, South, Nashville, TN	
NAME	
Gertrude Suppe	
ADDRESS	
3307 Michigan, South Gate, CA 90280	
PURPOSE OF TRAVEL	
HRC Hispanic Consultation in Los Angeles, CA	
REQUESTOR'S SIGNATURE	MANAGEMENT LEVEL
	( )
APPROVAL SIGNATURE(AT LEAST ONE LEVEL HIGHER)	MANAGEMENT LEVEL
	( )
APPROVAL SIGNATURE (IF REQUIRED)	MANAGEMENT LEVEL
	( )

DATE OF REQUEST
EXPENSE ACCT. TO CHARGE:
DATE OF TRIP
BEGIN: 1-30-87
END: 1-30-87
TRAVEL ADVANCE
150 — 9
AMOUNT REQUESTED

NAME \_\_\_\_\_

COMPANY

DAY	DATE	RENTAL AUTO		AIRPLANE		LODGING		ENTERTAINING & BUSINESS MEALS		MEALS (INCL. TIPS)		GAS/OIL		SUNDRY	TOTALS
		CASH	CHARGE	CASH	CHARGE	CASH	CHARGE	CASH	CHARGE	CASH	CHARGE	CASH	CHARGE	AMOUNT	
SUN															
MON															
TUE															
WED															
THUS															
FRI															
SAT															
TOTAL EXPENSES															
LESS CHARGES															
TOTAL CASH EXPENSES															
SUPPLEMENTAL INFORMATION						ACCOUNT NUMBER		AMOUNT		PERSONAL AUTO MILES _____ @ _____  TOTAL CASH EXPENSES _____  LESS AMOUNT ADVANCED _____  DUE EMPLOYEE (EXPENSES GREATER THAN ADVANCE) _____  DUE UMPH (ADVANCE GREATER THAN EXPENSES) _____					
SIGNATURE _____						MANAGEMENT LEVEL _____		APPROVAL SIGNATURE (ONE LEVEL HIGHER) _____		MANAGEMENT LEVEL _____					

## TO PREVENT COMMON OVERSIGHTS AND PROCESSING DELAYS

2. PURPOSE OF TRAVEL
- CLEARLY, CONCISELY STATED?



## 9. ENTERTAINMENT AND BUSINESS MEALS

3. RECEIPTS
- ORIGINAL RECEIPTS ATTACHED?

8. TOTALS

- CORRECT CALCULATIONS
- TEST DOWN AND ACROSS

7. DUE EMPLOYEE
- VOUCHER ATTACHED FOR BALANCE DUE EMPLOYEE?
  - APPROVED?

6. DUE UMPH
- CASH OR CHECK PAYABLE TO UMPH ATTACHED FOR BALANCE DUE UMPH?

- FULL SIGNATURE NOT INITIALS?
- AT LEAST ONE LEVEL HIGHER

EXPENSE REPORT  
CHECKLIST INSTRUCTIONS  
TO PREVENT COMMON OVERSIGHTS AND PROCESSING DELAYS

1. LOCATION  
• IS UNIT  
LOCATION PROPERLY  
IDENTIFIED?

**POLICY**

THE UNITED METHODIST PUBLISHING HOUSE WILL REIMBURSE EMPLOYEES AFTER PROPER REVIEW AND APPROVAL FOR ALL APPROPRIATE ALLOWABLE, AND REASONABLE BUSINESS RELATED EXPENSES IN COMPLIANCE WITH APPLICABLE POLICIES.

8. DURING THE TEMPORARY ABSENCE OF THE AUTHORIZED APPROVER, APPROVAL CAN BE OBTAINED FROM THE NEXT HIGHER LEVEL OF MANAGEMENT OR THE PRESIDENT AND PUBLISHER.

**OTHER REIMBURSABLE EXPENSE**

1. LAUNDRY AND DRY CLEANING - ENTER CHARGE IN DAY COLUMN AND EXPLAIN BELOW. REIMBURSABLE ONLY WHEN DURATION OF TRIP JUSTIFIES EXPENSE NORMALLY NOT INCURRED.

**GENERAL**

1. TYPE OR PRINT IN INK NEATLY IN-BLOCK LETTERS.

2. ATTACH ORIGINAL RECEIPT FOR (A) LODGING, (B) AIR TICKETS, (C) RENTED CAR, (D) UNUSUAL EXPENSES, AND ANY ADDITIONAL EXPENSES. RECEIPTS ARE REQUIRED FOR ABOVE EXPENSE CATEGORIES WHETHER EXPENSE IS CHARGED TO UMPH OR PAID DIRECTLY BY EMPLOYEE. RECORD ALL DETAILS IF RECEIPT IS UNAVAILABLE SO THAT EXPENSE CAN BE CONFIRMED.

3. RECORD ACTUAL EXPENSES AND IDENTIFY THEM ACCURATELY, INCLUDING EXPENSES INCURRED IN LIEU OF MEALS OR LODGING (ENTER SUCH UNUSUAL EXPENSES UNDER "SUNDRY" AND EXPLAIN FULLY). ENTER ALL EXPENSE AMOUNTS, WHETHER CHARGED TO UMPH OR PAID DIRECTLY BY EMPLOYEE.

4. SUBMIT EXPENSE REPORT TO CASHIER WITHIN 3 WORKING DAYS FOLLOWING COMPLETION OF TRIP.

5. ANY OUTSTANDING BALANCE DUE UMPH MUST BE PAID BY CASH OR BY CHECK MADE PAYABLE TO THE UMPH WITH THE TRAVEL EXPENSE REPORT.

6. APPROVAL SIGNATURE MUST BE LEGIBLE AND IN ACCORD WITH UMPH APPROVAL AUTHORITY. APPROVAL INDICATES EXPENSES ARE IN CONFORMANCE WITH POLICY AND QUALIFY FOR REIMBURSEMENTS. IF THE REQUESTOR IS UNAVAILABLE A SECOND APPROVAL WILL BE REQUIRED.

7. IF A BALANCE IS DUE THE EMPLOYEE, A DISBURSEMENT VOUCHER CHARGING ACCOUNT NUMBER 150 - LOCATION NUMBER SHOULD BE PREPARED INDICATING THE BALANCE DUE, APPROPRIATELY APPROVED, AND SUBMITTED TO THE CASHIER WITH THE TRAVEL EXPENSE REPORT.

**TRAVEL AND TRANSPORTATION**

1. USE SUBCOMPACT MODELS IF AVAILABLE FROM FIRMS GRANTING DISCOUNT RATES TO UMPH OR FROM COMPANIES OFFERING LOWER RATES. TAKE NO ADDITIONAL INSURANCE. ALL INSURANCE IS COVERED UNDER OUR BLANKET POLICY. THE ORIGINAL COPY OF THE CAR RENTAL CONTRACT MUST BE ATTACHED TO THE EXPENSE REPORT, EXCEPT FOR EXPRESS CHECK IN. FOR EXPRESS CHECK IN WRITE ON CONTRACT "SEND COPY TO HOME ADDRESS" AND DEPOSIT THE COMPLETE CONTRACT WITHOUT DETACHING THE ORIGINAL. SUBMIT INITIAL EXPENSE REPORT WITHOUT WAITING FOR THE BILL, SUBMIT A SECOND SUPPLEMENTAL EXPENSE REPORT COVERING THE AUTO RENTAL CHARGE AND ANY ASSOCIATED GASOLINE PURCHASES WHEN YOU RECEIVE THE AUTO RENTAL BILL.

2. TIPS - FOR TAXIS AND MEALS, INCLUDE WITH TAXIS AND MEALS RESPECTIVELY. FOR OTHER GRATUITIES, INCLUDE IN SUNDRY AND EXPLAIN SEPARATELY IN EXPLANATION SECTION.

3. PARKING FEES IN THE EVENT IT IS NECESSARY TO LEAVE A PERSONAL AUTO AT THE AIRPORT. INCLUDE IN SUNDRY AND EXPLAIN IN EXPLANATION SECTION.

**NON-REIMBURSABLE EXPENSES**

1. BUSINESS EXPENSES ARE THOSE NECESSITATED BY THE TRIP AND ARE INCURRED BY THE EMPLOYEE AWAY FROM HOME; PERSONAL EXPENSES ARE THOSE NOT DIRECTLY CONNECTED TO CONDUCTING THE BUSINESS TRIP.

**EXAMPLES OF NON-REIMBURSABLE EXPENSES**

A. PERSONAL EXPENSES (E.G., TOILETRIES, LUGGAGE), PERSONAL ENTERTAINMENT (E.G., MOVIES, PERSONAL TRIP INSURANCE, CREDIT CARD FEES, AND PERSONAL SIDE TRIPS).

B. LOSS OR THEFT OF PERSONAL CASH AND/OR CREDIT CARDS.

C. PERSONAL PROPERTY, (E.G., LUGGAGE, AUTO) LOSS, THEFT, OR DAMAGE AND ASSOCIATED EXPENSES.

D. HOME MAINTENANCE AND BABYSITTING EXPENSES.

E. MEDICAL EXPENSES, PERSONAL LEGAL CHARGES, AND TRAFFIC VIOLATIONS.

F. FEES CONNECTED WITH THE USE OF RECREATIONAL, HEALTH, AND GYM FACILITIES.

**LODGING, MEALS, AND PHONE**

1. ENTER ONLY ROOM COST AS LODGING EXPENSE - NOT MEALS, TELEPHONE, ETC.

2. ENTER COST OF MEALS (INCLUDING TIPS) IN APPROPRIATE DAY COLUMNS.

3. ONE PERSONAL PHONE CALL IS REIMBURSABLE FOR EACH TWO NIGHTS OF TRAVEL IN A SINGLE TRIP. INCLUDE IN SUNDRY AND EXPLAIN SEPARATELY.

**BUSINESS MEETINGS AND CUSTOMER ENTERTAINMENT**

1. ALL EXPENSES FOR EMPLOYEE BUSINESS MEETINGS AND CUSTOMER ENTERTAINMENT MUST BE (1) IN ACCORD WITH ENTERTAINING/BUSINESS LUNCH POLICY, (2) SUBSTANTIATED WITH ORIGINAL RECEIPTS, AND (3) DOCUMENTED WITH EXPENSE IDENTIFYING INFORMATION (WHO, WHAT, WHERE, WHY).

REPORT THE TOTAL BUSINESS MEETING OR CUSTOMER ENTERTAINMENT EXPENSE ON THE EXPENSE REPORT.

• FULL SIGNATURE  
• NOT INITIALS  
• AT LEAST ONE  
• LEVEL HIGHER

3307 Michigan  
South Gate, CA 90280  
Feb. 23, 1983

Hymnal Revision Committee  
201 Eighth Ave., South  
P.O. Box 801  
Nashville, TN 37202

On Jan. 2, 1987, I wrote concerning a duplicate payment for luncheon at the meeting of the Hispanic Consultation at South Gate United Methodist Church on Dec. 12, 1986.

Since I have not received a reply to this letter, I suggest that we straighten out the matter as follows:

I am submitting a new statement to take the place of the one dated Dec. 16, 1986. The church's share of the expense on this statement comes to \$40.08. I am giving check #346518 for \$40.08 to the church.

My expenses come to \$9.70. I am returning check #346514 for \$39.45 to you with this letter. Please issue me a new check for \$9.70.

I am sorry for any inconvenience this has caused your office.

Yours truly,

Gertrude C. Suppe



3307 Michigan  
South Gate, CA 90280  
Feb. 23, 1987

Statement to take the place of the one dated Dec. 16, 1986

To Hymnal Revision Committee

Expenses of meeting Dec. 12, 1986 at South Gate United  
Methodist Church, 9605 State St.,  
South Gate, CA 90280

Church's share of expense  
(already paid by check #346518)

Copying	\$4.08
Telephone outside area	1.00
Luncheon	35.00
Total	----- 40.08

Gertrude Suppe's share of expense  
(to be paid by new check)  
(check #346514 for incorrect amount is  
returned with this statement)

Copying	\$9.70
---------	--------

®

3307 Michigan  
South Gate, CA 90280  
Jan. 2, 1987

Hymnal Revision Committee  
201 Eighth Ave., South  
P.O. Box 801  
Nashville, TN 37202

Thank you for the two checks in payment of the expenses of the meeting Dec. 12, 1986 at South Gate United Methodist Church, 8605 State St., South Gate, CA 90280.

Unfortunately, you have made a duplicate payment for the luncheon. Mrs. Strangfield, who prepared the luncheon, charged \$4.25 per person, for a total of \$29.75. I advanced her this payment, not knowing how long she might have to wait. I included this in the part of the statement payable to me.

According to the letter of 12/23/86 from Dr. Young, the Committee paid \$5.00 per person, but included the payment in the check to the church.

Either my check should be \$29.75 less, and I will collect it from the church; or the luncheon payment should not be included in the church's payment. If the larger amount is being paid for the luncheon, either the church or I can give the difference to Mrs. Strangfield.

I will hold both checks until I hear how you want to handle this matter. I enclose a copy of the original statement. Thank you,

Yours truly,

Gertrude C. Suppe <sup>®</sup>

3307 Michigan  
South Gate, CA 90280  
Dec. 16, 1986

To: Hymnal Revision Committee

Expenses of meeting Dec. 12, 1986 at South Gate United  
Methodist Church, 9605 State St.  
South Gate, CA 90280

Advanced by Gertrude C. Suppe

12/5/86	Copying	\$ 2.24	
12/10/86	Copying	6.34	
12/11/86	Copying	1.12	
12/13/86	Luncheon	<u>29.75</u>	
	Total	39.45	\$39.45

Use of church equipment

Copying machine, 102 copies, 4cents ea.

4.08

Telephone calls outside area  
(estimated)

1.00

5.08

5.08  
\$ 44.53

®

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**COKEBURY • ABINGDON • PARTHENON**

201 EIGHTH AVENUE, SOUTH • P.O. BOX 801 • NASHVILLE, TENNESSEE 37202

**COKESBURY**

## ABINGDON

## PARTHENON

GERTRUDE SUPPE  
3307 MICHIGAN  
SOUTH GATE

CA 90280

NAME OF BANK

FIRST AMERICAN

VOUCHER NO.

VENDOR NO.

PAGE NO.

510007

6897576

1

statement 12/16/86  
portion advanced by Gertrude Lyppe

PLEASE DIRECT ANY CORRESPONDENCE REGARDING THIS PAYMENT TO: ACCOUNTS PAYABLE DEPT. OR TELEPHONE 615-749-6304



## Hymnal Revision Committee of the General Conference

201 Eighth Avenue, South  
P.O. Box 801  
Nashville, Tennessee 37202

Bishop Rueben P. Job, Chair  
Raquel Achon, Vice Chair  
Roger N. Deschner, Secretary

Carlton R. Young, Editor  
(615) 749-6159

December 23, 1986

Ms. Gertrude Suppe  
3307 Michigan  
South Gate, CA 90280

Dear Gertrude,

Thanks for your careful preparation of our work last week. It was a great meeting, and we're off to a good start with the Hispanic hymns to be included in the new hymnal.

Please find enclosed our check in the amount of \$39.45, made out to you, and an additional check in the amount of \$40.08, which is payable to Southgate United Methodist Church. This latter amount includes lunch for 7 persons.

I look forward to seeing you next month.

Cordially,

Carlton R. Young, Editor  
CRY/lis

Hymns Committee, Bonnie S. Jones, Chair—*Texts*, Marjorie Tuell, Chair—*Tunes*, Robert C. Bennett, Chair  
Worship Resources Committee, Laurence H. Stookey, Chair  
Psalter, Charles M. Smith, Chair—*Service Music*, Charles H. Webb, Chair—*Ritual*, Beryl Ingram-Ward, Chair  
Editorial Production Committee, Robert K. Feaster, Chair

3307 Michigan  
South Gate, CA 90280  
Dec. 16, 1986

Dr. Carlton R. Young  
Hymnal Revision Committ  
201 Eighth Avenue, South  
P.O. Box 801  
Nashville, TN 37202

Dear Sam:

Thanks again for including me in the meeting last week.  
I really enjoyed working on the music. I told the people  
who had decorated the sanctuary how much theygroup liked  
it, and they were very much pleased.

George Lockwood's addresses are:

Menlo Park UMC, 116 N. Westmoreland, Tucson, AZ 85705  
(602) 884-0203  
2755-A W. Ankham Road, Tucson, AZ 95745

Information couldn't give me a telephone number  
for this address. There is an answering machine at the  
church, according to Raquel.

I am including a bill for the local expenses, and a copy of  
the new second verse to "Mantos y Palmas". You remember  
that I discovered that my oringinal translation of this verse  
did not reflect what the Spanish says. I feel that the  
new translation is a faithful one.

I didn't get down the list of the 40 or so songs we are still  
considering, because I was busy with other things at that time.  
If I could have the list, I will try to have the primary  
sources (and others) of many of these songs ready for the  
meeting Jan. 30.

Looking forward to working with all of you then,

Sincerely,

Gertrude Suppe

P.S. Raquel's son was hurt in a car accident last night.  
He hit his head on the windshield and has a cut on his leg.  
He is in the hospital, and she wants us to pray for him.